

Queen Eleanor's Church of England Junior School
An Academy in the Good Shepherd Trust*
Queen Eleanor's Road, Onslow Village, Guildford, GU2 7SD
E-mail: office@queen-eleanors.surrey.sch.uk
Tel: 01483 561323



Head Teacher: Jo Davies

After School Club Assistant

JOB DESCRIPTION

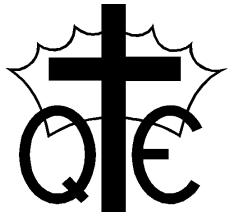
Main duties:

- To ensure that the safeguarding needs of each individual child are met at all times following school policy and procedures. To Safeguard and promote their health and safety including safe collection at the end of the session.
- To create a safe, welcoming and inclusive environment for all children.
- Working with all staff to ensure and provide care, play opportunities and activities in a homely, nurturing and safe environment considering the individual developmental needs of the children.
- To share responsibility for the welfare of all children at the club, following systems to ensure consistent, high-quality care.
- To stimulate, encourage and develop children's play in a positive way enabling them to play appropriately and creatively, individually or in groups.
- Providing comprehensive care for the children including collection from classes and delivering them safely to parents and carers.
- To cooperate and work effectively with the Manager, taking on responsibilities/duties as directed.
- To contribute to planning and the provision of a stimulating range of age- appropriate activities and ensuring the club is well-resourced and creatively set- up.
- To reflect on practice and daily routines, tailoring them to meet the individual needs of each child.
- To contribute to the effective recording and resolution of any complaints or investigations, ensuring confidentiality at all times.
- To be professional and a good role model to the children and other staff members, at all times.
- Organising the space and resources before children arrive and pack away at the end of each session.
- To administer First Aid, as appropriate.

Administrative Duties:

General Administration

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Prepare, maintain and use resources required to meet requirements and assist pupils in their use.
- Ensure the pupils are always supervised.



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- After School Club pupils are dismissed at the end of the day to an authorised adult.
- Be punctual and reliable.
- Promote good pupil behavior, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behavior.
- Appreciate and support the role of other professionals.
- To ensure the setting out and putting away of all equipment is completed in a clean, tidy, and safe condition.

Other

- To participate in the school's annual appraisal process.
- To have regard to guidance on keeping children safe in education.
- To take responsibility for one's own continuing professional development.
- To maintain high standards of professionalism in every facet of the role, including conduct, dress code, and communications.
- Be fully committed to the safeguarding and promoting the welfare of children complying with the Trust's policies and procedures.
- Treat all information acquired through your employment, both formally and informally, in the strictest confidence.
- Have a strong commitment to achieving equality of opportunity in its services to the community and in the employment of people. All employees to understand, comply with and promote its policies in their own work, to undertake any appropriate training.
- Be responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
- These responsibilities are not exhaustive, and the post holder is expected to carry out any related duties commensurate with their skills, abilities and grade.